



**Missouri Department of Natural Resources  
Water Pollution Control Program**

**DRAFT APPLICATION CHECKLIST  
FOR COMPLETENESS -- 401 CERTIFICATIONS**

1. Application date.
2. Applicant's full identity whether individual or corporate.
3. Applicant's full mailing address or addresses.
4. Telephone number at which the applicant may be reached during normal business hours.  
(If the Applicant is utilizing the services of a legal agent to apply for certification, items 2, 3, and 4 will be needed for this agent.)
5. Overall project description and range of project.
6. Purpose of the project (flood control, drainage improvement, erosion control, road construction, etc.).
7. Project dimensions (length, width, height) expressed in standard, commonly-used, units of measurement.
8. Site maps and engineering drawings for more complex projects are recommended, sketches may suffice for smaller or less complex projects.
9. Legal description of the project location (appropriate breakdown into Section(s), Township, Range and County sufficient to locate and define on topographic maps). GPS readings are also acceptable.
10. General travel directions to the site.
11. Name or identity of the water body(s) that the project would be expected to drain. If the stream is not permanent flow, the applicant will need to include an evaluation by the Corps of Engineers that the water body is jurisdictional.
12. The acreage of wetlands or the linear feet of water course or stream impacted.
13. A statement of the cubic yards of material or fill proposed to be placed below the ordinary high water mark within the watercourse or in a wetland and a complete description as to the source and type of material or fill to be used.
14. A complete description of all work initiated or completed prior to the application submission.
15. Full names and addresses of all adjoining property owners to the project.
16. Signature of the legal applicant is required. All applications shall be signed by the party(s) authorized in 10 CSR 20-6.010 (Construction and Operating Permits).
17. As unavoidable losses to the state's aquatic resources (including streams and wetlands) must be mitigated, a detailed mitigation plan must also be submitted where such losses will be incurred.

For an application to be determined complete, applicants must provide the following minimum information: applications that follow this checklist will be reviewed within five (5) working days of the date the application is stamped "received" within the Water Pollution Control Program. Any application found to be deficient upon this review will be returned by U.S. mail to the applicant within five (5) working days of the determination of the deficiency(s). The returned notice shall clearly state that the processing of the application will not proceed until the deficiency(s) is corrected and shall clearly state the nature and extent of the deficiency(s).

A fee of \$75.00 is required for specified certifications. The fee is collected immediately before the certification is issued and should not be sent in with the initial application documents. This is to assure the fee is actually applicable to the specific situation.